



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Planning and Development Division of Staff Development Teacher Education & Staff Development 302 State Office Building Atlanta, Georgia 30334	Application Number 80-286	
Application Number		Date Received JUN 16 1980	Date Completed JUN 23 1980
2. Person to Contact Jackie Porter		Working Title Education Consultant	Telephone Number 656-2432
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1975 Latest To Date		5. Records Series Title (followed by title used in office, if different) Supervising Teacher Honorarium Request Forms (STS Requisition Form)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Teacher Education and Staff Development Section, Division of Staff Development, Office of Planning and Development, is responsible for providing financial and technical assistance to local school systems and educational personnel in the area of staff development and education.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: authorizing honorarium payments for supervising teacher services. Included are: Request for Payment, DE Forms 0228 and 0229, and related correspondence. File is arranged: Chronologically by fiscal year; thereunder, by month received.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>30</u> ; Seven to twelve months old <u>15</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Accounting Services Section, DOE, LEA's.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ 0 _____ years.	d. State Audit period	_____ 1 _____ years.
b. Statute of limitation	_____ 0 _____ years.	e. Administrative need	_____ 2 _____ years.
c. Federal law	_____ 0 _____ years.	f. Federal retention instructions	_____ 0 _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ 1 _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☒ Transfer to State Records Center; hold _____ 1 _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

NOTE: Accounting Services copy is already scheduled under Schedule 77-86.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>N. G. Lanning</i>	6/12/80	Walker L. Baumgardner	6-12-80
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
State Auditor/Designee		<i>[Signature]</i>	6-20-80
Secretary of State/Designee		<i>Canale, Vera</i>	6-18-80
Attorney General/Designee		<i>[Signature]</i>	6-20-80